



10th Annual State of Delaware Hazardous Materials Training Workshop

Planning Committee Meeting #6

Mill Creek Fire Company, Station 21

Thursday, February 2nd, 2017

2:30 PM -4:30

Meeting Minutes

Voting Members Present: (11)

- | | |
|---------------------------------|---------------------------------------|
| 1. Jerry Brennan - DSFS | 7. Dave Irwin – Chairman/LEPC NCC |
| 2. Ken Cenci - DNREC | 8. Bill Kelly – Sunoco Logistics |
| 3. Sarah Davis – DEMA Proxy | 9. Rebecca Keyser - DNREC |
| 4. Ron Dietrick – PBF | 10. Joe Leonetti –St Francis Hospital |
| 5. Mark Dolan – DNREC | 11. Jake Morente - LEPC NCC |
| 6. George Giles – Wilm OEM/LEPC | |

A quorum (11) was present

Non-voting Members Present: (0)

1. **Meeting Called to Order** at 2:33 PM by Chairman Irwin.
2. **Agenda Approval.** The Chairman asked for any changes or additions to the agenda. None were offered. Motion to Accept the Agenda, George Giles, 2nd by Joe Leonetti. Unanimous approval, motion passed.
3. **Minutes Approval from Meeting #5** - January 10th 2016. Minutes were distributed electronically to committee members. Chairman Irwin asked if everyone received them and for any changes or corrections. None were offered. Motion by Joe Leonetti, 2nd by George Giles. Approved as submitted. Unanimous approval, motion passed.
4. **Sponsor Update.** Mark Dolan on behalf of Mill Creek Fire Company reported that requests were going well and that approximately 45 sponsors were contacted. Many companies have pledged support and some sponsorships as large as \$1500. Mark is waiting for updated contact information from several past sponsors and a few new ones. Mark is also working to obtain and verify high resolution corporate/agency images – some require annual permission.

George Giles stated that TRANSCAER© has an application for sponsorship and usually supports the workshop.

5. Update on meal sponsors for dinner (4/7), Breakfast and lunch for Saturday (4/8).

- a. Friday (4/7) Dinner - Miller Environmental has committed to sponsor this meal
- b. Saturday (4/8) breakfast \$1000 - City of Wilmington OEM/LEPC has agreed to sponsor this meal, Mill Creek Fire Company will provide an invoice.
- c. Saturday (4/8) lunch \$2000 - NCC OEM has agreed to sponsor this meal, Mill Creek Fire Company will provide an invoice.

- 6. Draft 2017 Program Status and Instructor Update.** Concerns were raised with the Introduction to CBRNE course offered on both Friday and Saturday. After repeated attempts, we've been unable to verify instructor availability, biography and course content. This has delayed the completion of registration materials. After discussion, the group actioned Chairman Irwin to make one last attempt to get the information before deleting the sessions from the program. Motion to remove Introduction to CBRNE course from 2017 workshop if the information is not received by the COB Friday 2/3/17 by George Giles, 2nd by Rebecca Keyser. Unanimous approval, motion passed.

Friday 4/7/17 – Course schedule updated by interest and instructor availability.

Session A	Session B	Session C	Session D	Session E
Hospital DECON & Ebola Joe Leonetti	Title TBA (Hazmat by) Dr. Carrie Poore	Advanced Air Monitoring Frank Docimo	Introduction to CBRNE Miranda Mal	Anhydrous Ammonia Dave Binder
Session F	Session G	Session H	Session I	Session J
Hospital DECON & Ebola Joe Leonetti	Title TBA (Hazmat by) Dr. Carrie Poore	Advanced Air Monitoring Frank Docimo	Introduction to CBRNE Miranda Mal	Anhydrous Ammonia Dave Binder

Saturday 4/8/17 – Course schedule updated by interest and instructor availability.

Session 1	Session 2	Session 3	Session 4	Session 5	Session 6
Title TBA (DSP and FBI) Chris Ennis Tim Kerstetter	Ethanol Safety Seminar BioFuels/ TransCAER	Title TBA (Hazmat by) Dr. Carrie Poore	Meters by Frank Docimo	Introduction to CBRNE Miranda Mal	Title TBA (In Suit Emergencies) D.S.F.S.
Session 6	Session 7	Session 8	Session 9	Session 10	Session 11
Title TBA (DSP and FBI) Chris Ennis Tim Kerstetter	Ethanol Safety Seminar BioFuels/ TransCAER	Title TBA (Hazmat by) Dr. Carrie Poore	Meters by Frank Docimo	Introduction to CBRNE Miranda Mal	Title TBA (Make own Training Props) D.S.F.S

7. **Registration Launch Date:** Committee agreed as soon as possible. **Action:** Becky Keyser will update the three registration forms; Attendee, Instructor and Sponsor and send out as soon as possible.
8. **Continue Workshop Promotional Items discussion.**
- Challenge coins: Jerry Brennan provided a sample coin that have been received at the Fire School in Dover and Mark Dolan reported that they have been paid for from Mill Creek Fire Company.
 - Stainless steel insulated tumbler with workshop logo: Mark Dolan reported that deposit was sent by MCFC and the order was placed.
 - Backpack with workshop logo: Some discussed took place. Item on hold till a better accounting of sponsorships have been received to make a purchase determination.
 - Workshop embroidered shirts: The polo shirts will be royal blue with the embroidered Delaware Hazmat Training workshop logo. **Action:** Mark Dolan needs committee and volunteer sizes and instructor sizes (from registration form) also noting men and women size shirts.
9. **Review Task List:** A spreadsheet was presented on the overhead screen. Discussion took place on the 34 plus items, assigned individual, with a few changes and action items.
- George Giles said City Wilmington OEM/LEPC, if necessary, will cover purchase of the cake.
 - George Giles suggested having Instructors and Exhibitors check-in and register in the Fire School's Instructor Lounge separate from workshop students. Also to include Exhibitors with Instructors and Committee members in on Friday's lunch sandwiches in the Instructors Lounge. Committee agreed.
 - Sarah Davis said that there is interest from a few DEMA staff to help work the registration table on both days. Sarah will follow up with Dave and Mark with their names and shirt sizes.
10. **Any other business.**
- Committee Chairman Irwin informed the group that he will be traveling and as a result will be unable to participate in the hazmat training workshop or serve as the master of ceremonies (MC) for the Friday night Team Building Dinner. Chairman Irwin stated that Mark Dolan's commitment to the survival and continued success of the Workshop coupled with his professionalism made it an easy choice to recommend to the group that Mark serve as the coordinator for the 10th Annual Workshop and MC for the dinner. Chairman Irwin called for a motion to have Mark Dolan serve as coordinator and MC. Motion by Rebecca Keyser and 2nd by Jake Morente. Unanimous approval, motion passed.
11. **Next meeting date.** Thursday, March 2nd, 2017 2:30-4:30 at the Mill Creek Fire Company, Station 21
12. **Adjournment** at 3:52 P.M. Motion to adjourn by Ken Cenci, 2nd by Jake Morente. Unanimous approval. Motion Passed.



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Planning Committee Meeting #6
Mill Creek Fire Station 21 Training Room
Thursday, February 2, 2017
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No.	NAME	SIGNATURE
Voting Members (minimum of 9 required):		
1.	Dave Anderson	
2.	Jamie Bethard	
3.	Jerry Brennan	
4.	Ken Cenci	
5.	Sarah Davis (Proxy for A. Dalton)	
6.	Ron Dietrick	
7.	Mark Dolan	
8.	George Giles	
9.	Glenn Gillespie (Vice-chair)	
10.	David Irwin (Chair)	
11.	Bill Kelly	
12.	Rebecca Keyser	
13.	Joe Leonetti	
14.	Jake Morente	
15.	Beth Neumane	
16.	Charles Stevenson	
Non-voting Members:		
1.	Dale Annis	
2.	Dave Carpenter	
3.	Joe Cochran Jr.	
4.	Marc Evans	
5.	Krissy Kreutzer	
6.	Miranda Mal	
7.	David Mick	
8.	Ellen Malenfant	
9.	Sam Palermo	